



## PORTERVILLE DEVELOPMENTAL CENTER

### JOB OPPORTUNITY BULLETIN

### STAFF SERVICES ANALYST

<b>SALARY RANGE:</b>	<b>\$2,945 - \$4,788</b>
<b>TENURE/TIME BASE:</b>	<b>Full-Time/Permanent</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Quality Assurance</b>
<b>FINAL FILING DATE:</b>	<b>December 29, 2016</b>
<b>JOB CONTROL #:</b>	<b>JC-46900</b>

**One, Full-Time, Permanent position in Quality Assurance.**

**DESCRIPTION OF DUTIES:** Assist the facility administrator by conducting ongoing evaluation of clinical programs/service areas, analysis of various policies, functions, and systems, and provides consultation and assistance in his/her area of specialty, to carry out duties assigned by the Director of Quality Assurance.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, or SSA transfer exam eligibles).

**HOW TO APPLY:** Submit a completed standard state application (STD. 678) by the Final Filing Date. SSA transfer exam applicants must submit a copy of Transfer Exam Results. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Applications with "see resume" in the job duties, will be considered incomplete and will not be processed. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov).

*Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.*

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Porterville Developmental Center  
 Human Resources Personnel Examination and Recruitment  
 P.O. Box 2000  
 Porterville, CA. 93258  
 26501 Ave. 140  
 Porterville, CA. 93257  
 (559)782-2322 or (559)782-2087 (Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).

PORTERVILLE Developmental Center is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.